

Screening Designate Information

volleyball alberta



Role of Screening

- Screening personnel and volunteers is a vital part of providing a safe sporting environment.
- Screening is more than just a Police Check. Screening also includes checking references, providing appropriate training, and monitoring throughout the season.
- Screening must be completed PRIOR to an individual working with a club, athletes, or Volleyball Alberta.

Who Needs Screening?

For Volleyball Alberta Leaders

- All Persons in Authority (PIAs) require mandatory Criminal Records Checks (CRC), Safe Sport Training (SST), annual Screening Disclosure Form (SDF).

<https://www.volleyballalberta.ca/persons-in-authority/>

- Who is a PIA?

<https://www.volleyballalberta.ca/wp-content/uploads/2023/09/Who-Is-A-PIA-Copy-1.pdf>

For Volleyball Alberta Clubs

Parents, youth, or volunteers who are helping on a non-regular or informal basis are considered Low Risk (per our Screening Policy). Low risk individuals should submit an Application Form, a Screening Disclosure Form, and participate in training, orientation and monitoring as determined by the organization.

Screening Designate Role

Club Directors should know who is working with their club, in what roles, and when they start (in some clubs, a separate individual may also be responsible for this role – the Screening Designate).

Volleyball Alberta often only knows about individuals that participate in tournaments, but only once tournament registration and roster lock is complete.

A designated club representative must verify each leader by reviewing individual's Police Information Check, Screening Disclosure Form and Safe Sport Training.

1. Police checks are valid for 3 years from the date of completion,
<https://www.mybackcheck.com/Public/Login.aspx>
*Please remind leaders to renew their CRC if it has expired or will be expiring this season.
1. Screening Disclosure Forms can be reviewed through the Club's Sportlomo Portal,
<https://volleyball.canada.sportsmanager.ie/maint.php>
2. Safe Sport training can be confirmed through the Coaching Association of Canada's public transcript with the coach's NCCP # and last name, <https://thelocker.coach.ca/access/account/public>

Sterling MyBackcheck

- VA Portal: <https://pages.sterlingbackcheck.ca/landing-pages/v/volleyball-alberta/>
- Clubs have the option of setting up accounts to allow the club to send invitations to their coaches/pay for the checks. If your club is not listed in the location on Sterling myBackCheck, or you do not have a myBackCheck.com login for your club, please email: info@volleyballalberta.ca
Individuals who have completed a check via Sterling have the option to share the check with other organizations.
- Criminal Record Checks (CRC) are \$25 and MUST BE completed through the Volleyball Alberta portal at Sterling Backcheck.
- You should always use the Sterling portal to verify the checks yourself rather than have coaches export a PDF file – as one of the advantages of this system is to prevent potential forgeries.


Reviewing E-PIC's: Clear Check = 2 Checks

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ResultsInvitationsCandidate SearchAdministrationProfile

Remember to always check photo ID.
Know Who You're Hiring!



Canadian Criminal Record Check with Local Police Information Results

Back To Results

Issued: 2018-01-15

Identity Information provided by the individual

Legal Name	
Middle Name(s)	
Date of Birth	
Gender	
Other Name(s) Used	

Details provided by our police partners

Result	Comments
✓ Clear	Cdn. Criminal Record Check Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records did not identify any records with the name(s) and date of birth of the applicant. Positive identification that a criminal record does or does not exist at the RCMP National Repository of Criminal Records can only be confirmed by fingerprint comparison. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.
✓ Clear	Local Police Information A search based on the name and date of birth of the subject has identified no additional relevant information held within Local Police Records.

Criminal Record Disclosure as entered by the individual
No disclosure provided.

Printable Version

Sharing Details

Shared On	2018-01-15
BackCheck File #	
Share Type	AutoShare

Reviewing E-PIC's: CRCC Not Clear

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Results

Invitations

Candidate Search

Administration

Profile

Remember to
always check
photo ID.

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Canadian Criminal Record Check with Local Police Information Results

Back To Results

Issued: 2018-10-02

Identity Information provided by the individual

Legal Name
Middle Name(s)
Date of Birth
Gender
Other Name(s) Used

Details provided by our police partners

Result	Comments
Not Clear	Cdn. Criminal Record Check Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records could not be completed. Positive identification that a criminal record does or does not exist requires the applicant to submit fingerprints to the RCMP National Repository of Criminal Records by an authorized police service or accredited private fingerprinting company. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.
Clear	Local Police Information A search based on the name and date of birth of the subject has identified no additional relevant information held within Local Police Records.

Criminal Record Disclosure as entered by the individual
No disclosure provided.

Printable Version

Sharing Details

Shared On
2018-10-02
BackCheck File #
Share Type
AutoShare

Individual will be directed to complete a Local Police Check with Vulnerable Sector Check at their Local Police Station

The individual needs to send the completed Local Police Check to the Club's Screening Designate and email to VA for the Screening Committee's review:

pathways@volleyballalberta.ca

Individuals may request a refund for the Sterling check from:

support@mybackcheck.com

volleyball alberta

Reviewing E-PIC's: Local Check Not Clear

myBackCheck.com
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Welcome [redacted] of Volleyball Alberta, *Volleyball Alberta Association (Headquarters) | Log out

Results Invitations Candidate Search Administration Profile

Remember to always check photo ID.
Know Who You're Hiring!

Canadian Criminal Record Check with Local Police Information Results
Issued: 2019-09-09

Back To Results

Sharing Details

Shared On
2019-09-09

BackCheck File #

Share Type
AutoShare

Identity Information provided by the individual

Legal Name [redacted]
Middle Name(s) [redacted]
Date of Birth [redacted]
Gender [redacted]
Other Name(s) Used [redacted]

Details provided by our police partners

Result	Comments
Clear	Cdn. Criminal Record Check Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records did not identify any records with the name(s) and date of birth of the applicant. Positive identification that a criminal record does or does not exist at the RCMP National Repository of Criminal Records can only be confirmed by fingerprint comparison. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.
Defer to Local Police	Local Police Information Based on the name and date of birth of the subject, a search of Local Police Records may have identified additional information that may or may not be relevant to the position applied for. Further information, if available, will be listed below. Must be referred to Local Police. The search could not be completed. This is not an adverse result. The applicant must complete this check at their local police service where it will be determined if relevant and releasable information exists.

Criminal Record Disclosure as entered by the individual
No disclosure provided.

Printable Version

Defer results are not necessarily negative results and may also be caused due to interactions with the police, which include but are not limited to the below:

- o Outstanding charges
- o Warrants
- o Peace bonds and restraining orders
- o Prohibitions
- o Probation orders
- o Interim release conditions
- o Summary convictions
- o Recent convictions not yet listed in CCRC

- Individual will be directed to complete Police Check at their Local Police Station (likely with VSC), the police will determine if releasable information exists.
- The individual needs to send the completed Local Police Check to the Club's Screening Designate and email to VA for the Screening Committee's review, pathways@volleyballalberta.ca
- Individuals may request a refund for Sterling check via support@mybackcheck.com

Screening Disclosure Form

- Questions were developed to get a larger picture of the individual who is working with your club.
- More than just a Criminal Record needs to be considered when judging whether a person is a good fit.
- Role of the Club Director/Screening Designate is not to determine relevance of something disclosed. VA will review SDF's with disclosures once the individual registers and completes the form in Sportlomo.
- Note: The Screening Committee needs time to review any information submitted (Not Clear Police Check, Defer Police Check, disclosure on SDF). This is one reason why it's important to complete Epics and SDFs prior to a leader beginning their role.

Screening Committee

- Responsible for reviewing all E-PICs, VSCs, and Screening Disclosure Forms and, based on such reviews, making decisions regarding the appropriateness of individuals filling positions within Volleyball Alberta.
 - a) The individual has passed screening and may participate in the desired position;
 - b) The individual has passed screening and may participate in the desired position with conditions;
 - c) The individual has not passed screening and may not participate in the desired position; or
 - d) More information is required from the individual.
- In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists, or any other person.

Common Situations with Sterling

1. ID Verification cannot be completed

- Not enough of a credit history: there is a form that can be printed off and taken to Canada Post.
- Questions were answered wrong: Individual must log back into their account and will be prompted to either re-attempt or verify ID at Canada Post

2. Wrong portal was selected

- Criminal Record Checks MUST BE completed through the Volleyball Alberta portal at Sterling Backcheck. Using a different Sterling platform that is not linked to your club, Volleyball Alberta (VA), and Volleyball Canada (VC) will result in an unsuccessful check. Individuals who used the incorrect Sterling website, must re-do the check through the VA portal.

Coaches/Club Staff Under 18

1. Youth Criminal Justice Act: Employers should not ask for youth to provide a Police Check.
 - Notwithstanding of the above, if the organization suspects the minor has an adult conviction, they may request only the adult convictions.
2. Screening is more than just a Police Check.
3. A Screening Disclosure Form and Safe Sport Training is still required.
4. The Club Director/Screening Designate should complete AT LEAST two reference checks on the individual.